

JMC USERS

Statewide Data Conference
August 2015





Slide 3

Entry Tab

General Comments Confidential Bus Special Entry Title I/III LIEP State Rpt Enrollment Removals Race/Ethnicity Custom

Birthplace: Birth Country (D0415): Ukraine Home Language Survey Date (D0405): 8/28/2015 Home Language Identifier (D0406): 1 Yes

Last School Attended:

Entry Date into District (D0210): 6/3/2015

Entry Date into School:

First Enrollment Date in US school (D0490): 6/3/2015

Migrant: 0 - No Immigrant (D0330)

Migrant Date:

Immigrant Date:

Duration:

Immigrant From:

Initial Homeless Type (D0340): 99 - Not Applicable

Unaccompanied Homeless Youth (D0341): 99 Not Applicable

Homeless Student Served Through McKinney-Vento (D0800): 99 Not Applicable

Edit > Student Data – Entry tab

Three new fields for this coming year

Birth Country – Can be found on the Home Language Survey. See Add D – Country Codes for a list

Home Language Survey Date – must be given to ALL students and kept in cumulative file

Home Language Identifier – '99' Not Applicable will be for previously enrolled students

Any student who has an Entry Date into District of 07/01/2015 for later must have these three fields populated. May populate for previously enrolled students. If enter one element, must enter all three

- ▶ Birth County
- ▶ Home Language Survey Date
- ▶ Home Language Identifier – Was a language other than English identified on the Home Language Survey?
 - ▶ Required data elements for all students new to the district for the 2015-2016 school year.

ENTRY TAB

LIEP Tab

General | Comments | Confidential | Bus | Spec Ed | Entry | Title I/II | **LIEP** | State Rpt | Enrollment | Removals | Race/Ethnicity | Cu

Native Language (D0410): French

ELL Status (D0420): 1 - In An English Language Instructional Program

Original Placement Date (D0460): 6/5/2015

Exit Date (D0465):

Placement Proficiency (D0450): 1 - Non-proficient

Instructional Program (D0470): 10 - Other Bilingual Program

Monitor: Year 1

End Date (D0483):

Teacher File Folder # (D0482):

Decision (D0484): 99 Not Applicable

Monitor: Year 2

End Date (D0487):

Teacher File Folder # (D0486):

Decision (D0488): 99 Not Applicable

Returned to LIEP Program (D0489):

After a student has been exited from LIEP services, it is required to monitor the student for 2 years. The Monitor Year 1 and Monitor Year 2 End Date will be exactly one year or two years after the Exit Date. JMC will prepopulate the Monitor Year 1 and Monitor Year 2 End Dates when the Exit Date is entered.

The Monitor Year 1 Teacher File Folder is the BOEE file folder number of the teacher doing the monitoring and should be entered for Year 1 as soon as the Exit Date is entered. The Monitor Year 2 Teacher File Folder number will be entered at the start of the second year of monitoring.

The Monitor Year 1 Decision will be entered at the end of the first year of monitoring, close to the Monitor Year 1 End Date. Likewise for Monitor Year 2 Decision.

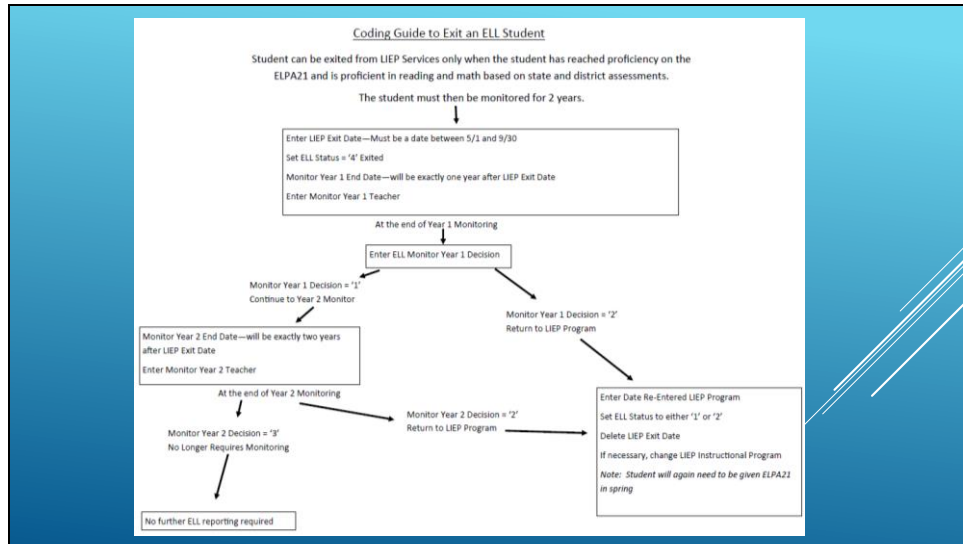
If the Monitor Year 1 Decision is option '2' Return to LIEP Program, change the ELL Status (D0420) and delete out the Exit Date (D0465), and enter the Returned to LIEP Program (D0489) date. The Instructional Program (D0470) may or may not need to change.

Refer to Addendum L for a flow chart on exiting an ELL student.

- ▶ End Date – Will be one year/two years after Exit Date. Pre-populated by JMC.
- ▶ Teacher File Folder – The BOEE file folder number of the person doing the monitoring.
- ▶ Decision – Should be entered at the end of the first year/second year of monitoring.
- ▶ Refer to Add L – ELL Reporting Requirements 15-16 for a flow chart on exiting an ELL student.

MONITOR: YEAR 1

Slide 7



Add L – ELL Reporting Requirements 15-16

Found on SRI webpage –

www.educateiowa.gov > Data Reporting > Data & Reporting > Student Reporting in Iowa

Scroll down to Fall 2015 Documents

Slide 8

The screenshot shows a software interface with a blue header bar labeled "Spec Ed Tab". Below the header is a tabbed menu with options: General, Comments, Confidential, Bus, Spec Ed (highlighted with a red circle), Entry, Title I/III, LIEP, State Rpt, Enrollment, Removals, Race/Ethnicity, Custom, and Photo. The main content area displays the following information:

- Current IEP Level (enrollment history): Level II
- IEP Placement Date (D0292): 6/1/2015
- IEP Staffed Out Date (D0294):
- ☐ Special Ed
- Special Ed Date:
- ☒ 504 Plan (D0300)
- 504 Plan Date:

A red rectangular box on the right side of the form contains the text: "IEP Status no longer on the Spec Ed tab".

The IEP Status has been taken off the Spec Ed tab and has now become the IEP Level on the Enrollment tab

When a student is first staffed into special ed, the IEP Placement Date(D0292) must be entered. Once entered, this stays the same regardless of the changes in IEP Level. Once the student is staffed out, enter the IEP Staffed Out Date (D0294).

The check box for Special Ed and the Special Ed Date are not sent to the state. These two fields are for district use.

Slide 9

Enrollment Tab = IEP Level

General Comments Confidential Bus Spec Ed Entry Title I/III LIEP State Rpt Enrollment Removals Race/Ethnicity

#:1

Edit Delete

Entry Date:	8/18/2015	Res Dist:	1953	CPI Dual:	99
Entry Code:	1	Res County:	0	Fstr Care:	0
Entry Type:	01821	Acct Dist:	1737	S/F Type:	99
FTE:	1.00	Nonpub	68228101	Serv Prov/Fac:	61
		Sch#:		IEP Level:	2
		Jr-Sr Rule:	<input checked="" type="checkbox"/>		
Exit Date:		Dest Code:	99	Rec Ed Services:	99
Exit Code:	0	Dest Loc:			

Last year optional...this year MANDATORY

You must use the IEP Level to report special ed students. Options: Not Applicable, Level I, Level II, Level III, and Support Services Only.

When a change to an IEP Level occurs, you MUST exit (Attendance > Student > Drop Student) the student using exit code '14' End or Change Enrollment and then Re-enter the student (Attendance > Student > Re-enter Student) setting the IEP Level appropriately.

- ▶ Click 'Edit' on Enrollment Tab
- ▶ Set IEP Level appropriately
- ▶ Click 'Update'

STARTING THE YEAR WITH THE
CORRECT IEP LEVEL FOR RETURNING
STUDENTS

This will be the **ONLY** time that you will click 'Edit' on the Enrollment tab to change an IEP Level. Make sure all students start the year with the correct IEP Level. Attendance > Student > Lists – create an IEP list to double check. In Lists, select the Enrollment History category and then select EH IEP Level.

- ▶ Attendance > Student > Drop Student
- ▶ Use Exit Code '14' with no Destination Code or Location
- ▶ Attendance > Student > Re-enter Student
- ▶ Set IEP Level appropriately

- ▶ Do NOT just edit IEP Level
- ▶ Enter IEP Placement Date on Spec Ed Tab

STUDENT IS STAFFED INTO SPECIAL ED
DURING THE YEAR

Must create a new enrollment period when a student has an IEP Level change. This will allow the number of days at a specific IEP level to be calculated. Can then be used to help with Tuition In Billing.

- ▶ Attendance > Student > Drop Student
- ▶ Use Exit Code '14' with no Destination Code or Location
- ▶ Attendance > Student > Re-enter Student
- ▶ Set IEP Level appropriately

- ▶ Do NOT just edit IEP Level
- ▶ No changes are needed to the Spec Ed Tab

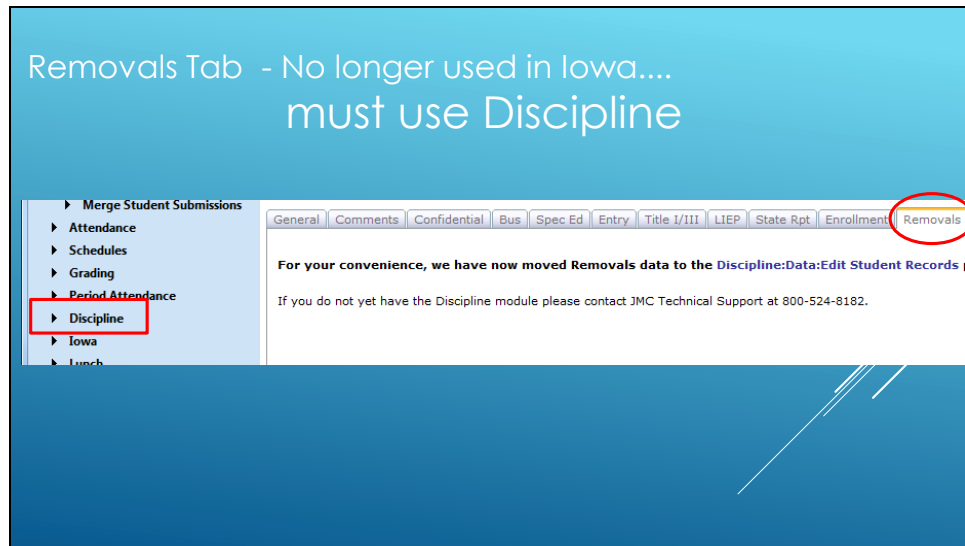
STUDENT HAS CHANGE IN IEP LEVEL
DURING THE YEAR

- ▶ Attendance > Student > Drop Student
- ▶ Use Exit Code '14' with no Destination Code or Location
- ▶ Attendance > Student > Re-enter Student
- ▶ Set IEP Level to 'Not Applicable'

- ▶ Do NOT just edit IEP Level
- ▶ Enter IEP Staffed Out Date on Spec Ed Tab

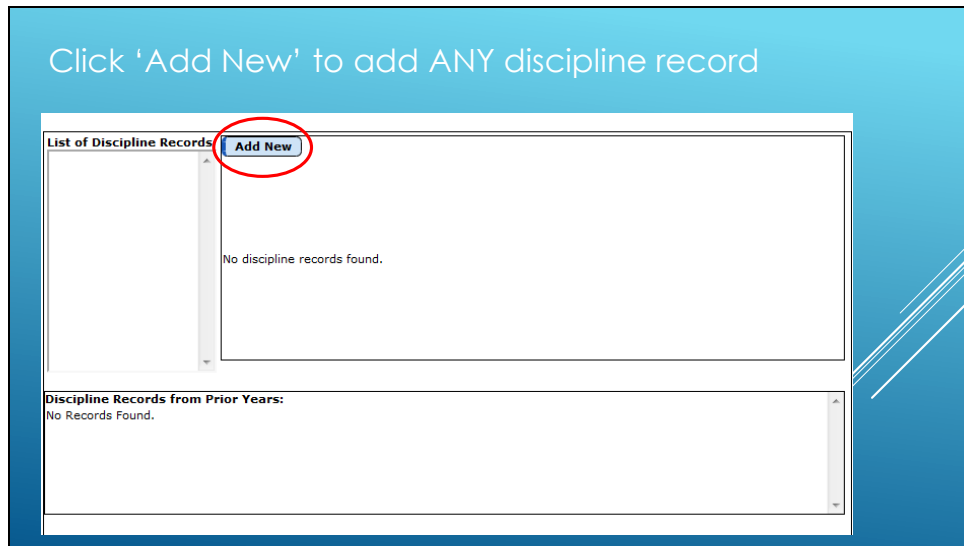
STUDENT IS STAFFED OUT OF SPECIAL
ED DURING THE YEAR

Slide 14



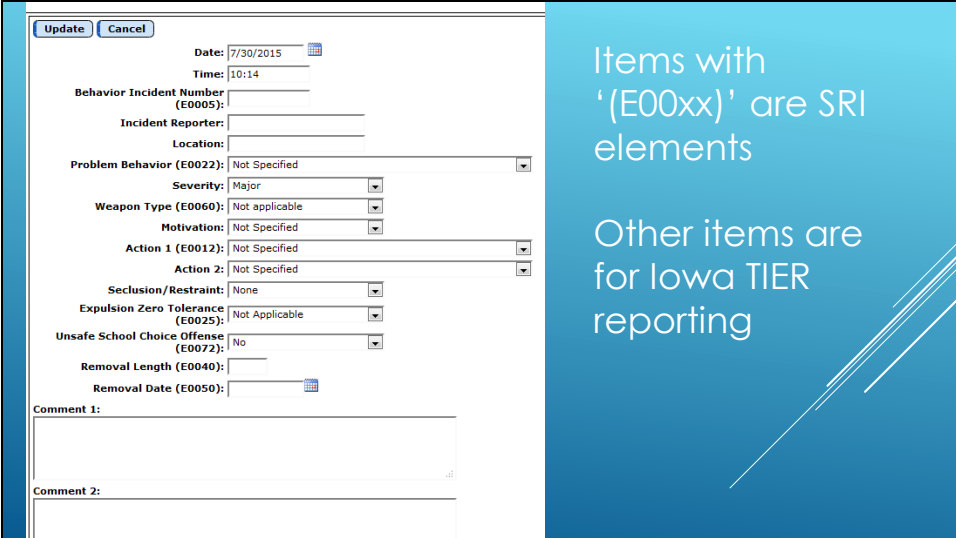
If you do not have the Discipline module, contact JMC.

Slide 15



All discipline items, including removals, will be entered in the same spot.

Slide 16



The screenshot shows a web form for reporting an incident. The form includes fields for Date (7/30/2015), Time (10:14), Behavior Incident Number (E0005), Incident Reporter, Location, Problem Behavior (E0022) with a dropdown menu, Severity (Major), Weapon Type (E0060) with a dropdown menu, Motivation, Action 1 (E0012) with a dropdown menu, Action 2, Seclusion/Restraint, Expulsion Zero Tolerance (E0025) with a dropdown menu, Unsafe School Choice Offense (E0072) with a dropdown menu, Removal Length (E0040), and Removal Date (E0050). There are also two comment boxes labeled Comment 1 and Comment 2. The form has 'Update' and 'Cancel' buttons at the top left. A blue overlay on the right side of the form contains the text: 'Items with '(E00xx)' are SRI elements' and 'Other items are for lowa TIER reporting'.

Update Cancel

Date: 7/30/2015

Time: 10:14

Behavior Incident Number (E0005):

Incident Reporter:

Location:

Problem Behavior (E0022): Not Specified

Severity: Major

Weapon Type (E0060): Not applicable

Motivation: Not Specified

Action 1 (E0012): Not Specified

Action 2: Not Specified

Seclusion/Restraint: None

Expulsion Zero Tolerance (E0025): Not Applicable

Unsafe School Choice Offense (E0072): No

Removal Length (E0040):

Removal Date (E0050):

Comment 1:

Comment 2:

Items with '(E00xx)' are SRI elements

Other items are for lowa TIER reporting

Reason for Removal has been morphed into Problem Behavior (E0022). This list includes many more options. The pull down list will contain all of the SRI Problem Behavior reasons and then those defined by your district. We HIGHLY, HIGHLY, HIGHLY encourage you to select a reason from the SRI Problem Behavior reasons. We hope we have covered everything!

Removal Type has been morphed into Action 1 (E0012). Again, more options have been added. The SRI options are listed first in the pull down and then the district defined options. PLEASE try to use an SRI defined option.

JMCINC.COM > Resources > Documentation

CURRENT BUILD DATE:
NextGen: 07/17/15
Classic: 06/19/14

Download / Update Software Resources

- > Instructional Videos
- > **Documentation**
- > New Clients
- > Newsletters
- > Training
- > SQL
- > NextGen

Secretary / Office Professionals
Technology Professionals
Administrators
Teachers
State Reporting
NextGen Professionals

DOCUMENTATION

Comprehensive | Instructional | State Reporting | Online Software | Other

This type of documentation typically covers every menu item of a module.

Name	Description	Date Posted
Attendance-WI	Information on the Attendance module in the Office program. Specific to the state of Wisconsin.	06/24/11
Attendance-MN	Information on the Attendance module in the Office program. Specific to the state of Minnesota.	06/24/11
Attendance - IA	Information on the Attendance module in the Office program. Specific to the State of Iowa.	07/14/15
Attendance - NE	Information on the Attendance module in the Office program. Specific to the state of Nebraska.	09/09/10
GradeBook - Next Gen	Information on the Next Gen GradeBook program - coming soon	
Tuition / Fees	Information on the Tuition / Fees module in the Office program.	07/14/15

The JMC website has some very good documentation with screen shots - Attendance –IA .

THINGS TO REMEMBER!!!!



- ▶ Import Enrollment History from Prior Year
- ▶ Students who moved over the summer...drop using Day: 0 – Prior to School Year
- ▶ Section FTE for Concurrent Enrollment Courses
- ▶ Semester long courses should have Term Type of 'Semester'
- ▶ Send test data...test site opens Sept. 1st
- ▶ SIF option -

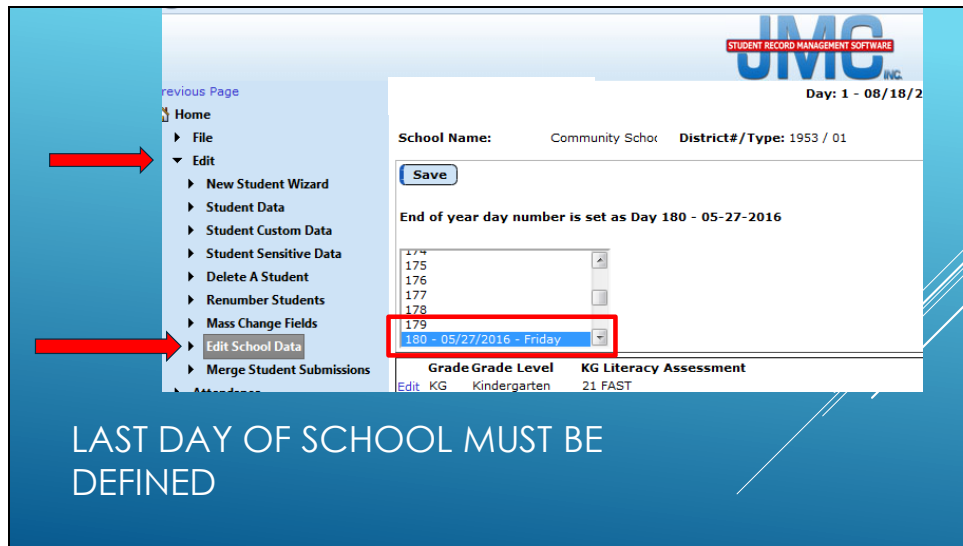
Import Enrollment History from Prior Year – Do this to “clean up” enrollment records. You will want to do this before you start adding/dropping students. If you have no county codes, you have not done Import Enrollment History from Prior Year!

Students who moved over the summer must be reported in the fall with the correct exit information. If these students are not included in your SRI data, you will receive a Level 2 validation error in SRI.

Term Type – PLEASE make sure semester long courses have a Term Type of 'Semester'. If the Term Type is incorrectly set, the Carnegie Unit will not be correct in your Accreditation Report in Winter. By this time it is too late to change the Term Type.

SEND TEST DATA!!!! Give you more time to clean up errors.

SIF – this was an option last spring and will be an option this fall. I need to work with JMC to test the SIF option once the SIF agent has been programmed for 2015-2016 changes and we are ready to accept data via SIF. Hopefully an email will go out to all JMC district when the SIF option is available.



The screenshot displays the JMC Student Record Management Software interface. On the left, a navigation menu is visible with options like 'Home', 'File', 'Edit', 'New Student Wizard', 'Student Data', 'Student Custom Data', 'Student Sensitive Data', 'Delete A Student', 'Renummer Students', 'Mass Change Fields', 'Edit School Data', and 'Merge Student Submissions'. Two red arrows point to 'Edit School Data' and 'Mass Change Fields'. The main content area shows 'School Name: Community School' and 'District#/Type: 1953 / 01'. Below this, a 'Save' button is present. A message states 'End of year day number is set as Day 180 - 05-27-2016'. A dropdown menu is open, showing a list of day numbers (174, 175, 176, 177, 178, 179) and a selected option '180 - 05/27/2016 - Friday'. At the bottom, a table shows 'Grade Level' as 'KG Kindergarten' and 'KG Literacy Assessment' as '21 FAST'. A large blue banner at the bottom reads 'LAST DAY OF SCHOOL MUST BE DEFINED'.

LAST DAY OF SCHOOL MUST BE DEFINED

Must have date entered when doing SIF. You do not need to enter all of the days for the year, just the last.

Slide 21

Previous Page

Home

- File
- Edit
- Attendance
- Student
- Reports
- Day
- Calendar
- Term Dates
- Staff
- Contacts

Day: 1 - 08/18/2015 - Tuesday

School Name Community School

Term	Start Date	End Date
Year	<input type="text"/>	<input type="text"/>
Semester 1	8/14/2015	12/24/2015
Semester 2	1/4/2016	5/27/2016
Quarter 1	<input type="text"/>	<input type="text"/>
Quarter 2	<input type="text"/>	<input type="text"/>

MUST ENTER START DATE AND END DATE FOR TERMS

Only for SIF – enter the Start Date and End Date of your terms (semesters or trimesters).

QUESTIONS???

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